Position Announcement

Learning Commons Assistant Director

The University of Miami Libraries (UML) seeks a collaborative, energetic, and creative individual with a demonstrated commitment to advancing undergraduate learning and research within a library context for a newly created position of Learning Commons Assistant Director. The Learning Commons is a UML strategic initiative undertaken in collaboration with several University partners, including the College of Arts and Sciences, Undergraduate Education, and Academic Technologies, and with the support of the Office of the Provost. The Learning Commons is also included in the “Educational Innovation” portion of the University of Miami’s “Roadmap to Our New Century.” Designed to support undergraduate learning, especially in relation to core and emerging literacies, the Learning Commons is physically located on the first floor of the Otto G. Richter Library at the center of the Coral Gables campus. The Learning Commons is currently in a pilot phase with initial renovations scheduled to occur in Summer 2017.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reporting to the Associate Dean for Learning and Research Services and Director of the Learning Commons, the Learning Commons Assistant Director (AD) works with the Director to provide strategic direction and leadership for the Learning Commons, develops relationships between existing and potential service partners, engages with faculty and other colleagues to promote, assess and improve the service model, and designs and leads orientation and training programs. As appropriate to the disciplinary background of the candidate, the AD may also serve as a liaison librarian to a specific department or program, teach workshops and/or courses, and conduct research projects related to undergraduate learning, research and creativity.

**Performance:**

- Works with the Associate Dean/Director to provide strategic direction and leadership for the Learning Commons
- Stewards ongoing Learning Commons partner relationships
- Designs and delivers a cross-partner orientation and training program for all Learning Commons partners (service providers)
- Organizes and leads regular meetings of partners to develop and improve coordination, facilitate cross-fertilization of service innovations, and share information
- Manages ongoing internal communications between the partners, striving to anticipate and troubleshoot areas of need and opportunity
• Ensures the gathering of data, success stories, and other information on Learning Commons services, spaces and activities
• Prepares and delivers presentations and reports on Learning Commons services and activities to the Associate Dean/Director, Learning Commons Steering Committee, and other stakeholders and groups on campus, as needed
• Represents the UML Learning Commons at professional conferences and events
• Coordinates a suite of Learning Commons workshops and other programs
• Consults with UML and University Communications on the development of promotional and strategic communications materials for the Learning Commons
• Represents the Learning Commons at orientations for prospective and new students, parents, and other related events
• Represents and presents on the Learning Commons at library and other relevant professional conferences and venues
• Explores opportunities for new ways to increase the impact and effectiveness of the Learning Commons
• Supervises 1-2 staff FTE
• May direct and/or conduct research related to undergraduate learning
• May serve in role of liaison librarian to one or more academic departments or programs; in this role, the liaison librarian will work closely with Richter Library Learning and Research Services

Service:

• Serves on/participates in University and Library committees, task forces, and teams as appropriate
• Networks, collaborates and actively participates in local, regional, national, or international organizations regarding learning commons development
• Represents and promotes the University of Miami Libraries in local, state-wide, regional, national, or international organizations, as appropriate

QUALIFICATIONS

Required:
• Graduate degree in library science from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience.
• Minimum of three years’ experience working in academic libraries or related student services in higher educational institutions.
• Experience as a liaison or instruction librarian or equivalent experience teaching undergraduates
• Familiarity with the ACRL Framework for Information Literacy and applications of the Framework to undergraduate curricula and/or library learning and research environments
• Record of experimentation with multiple pedagogical approaches, such as active-learning, peer-to-peer learning, and inquiry-based learning
• Working knowledge of issues and challenges related to digital and/or data literacy and
undergraduate education

• Excellent interpersonal, written, and oral communication skills.
• Demonstrated ability to work collegially and effectively with faculty, staff, and students.
• Record of ongoing professional development.
• Experience facilitating meetings and/or projects involving multiple stakeholders
• Demonstrated ability to work quickly and effectively in a service-oriented environment
• Demonstrated ability to work both independently and collaboratively with diverse constituents

Preferred:

• Experience with supervision of employees and/or leading a team
• Experience with program evaluation, assessment, or related area involving ongoing service improvement

Context:

The University of Miami (www.miami.edu) is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution located in Coral Gables, Florida, on a 260-acre subtropical campus with operations at three additional locations throughout the greater Miami region: Medical campus (downtown Miami); Marine and Atmospheric Science campus (Virginia Key); and South Campus (Richmond Facility). The University comprises eleven degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science.

The University of Miami Libraries (www.library.miami.edu) rank among the top 50 research libraries in North America with a collection of 3.6 million volumes including 771,000 ebooks, and 92,958 current serials titles including 90,550 electronic journals. The Otto G. Richter Library lies in the center of the Coral Gables campus and serves as the central library for the University. Other University of Miami Libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, the Marta & Austin Weeks Music Library, and the Rosenstiel Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The University of Miami Libraries provide support and services for approximately 10,370 undergraduates, 5,259 graduate students, and 13,058 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 68 professional (including librarian faculty), 80 support staff and 58 FTE student staff. UML is a member of and contributor to the Association of Research Libraries, Association of Southeastern Research Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, International Association of University Libraries, Digital Library Federation, Hathi Trust, Academic Preservation Trust, Digital Preservation Trust, and Southeast Florida Library and Information Network.

Salary and Benefits: Compensation will be competitive and will be commensurate with the experience and qualifications of the person selected. Appointments at the Librarian Associate Professor rank and above are typically five-year, renewable contracts. The University of Miami offers a comprehensive benefits package including: paid pension plan; partially paid medical
and dental insurance plans; life, disability, and long-term care insurance available; tuition remission; thirteen paid holidays; and twenty-two days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore and sporting event discounts; and optional fee-based membership in a state-of-the-art wellness center. Moving allowance is available. No state or local income taxes.

**Applications:** Review of applications will begin immediately and continue until the position is filled. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. Send nominations and applications to:

Human Resources Manager  
University of Miami Libraries  
P.O. Box 248214  
Coral Gables, FL 33124-0320  
e-mail: richter.recruiting@miami.edu

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.